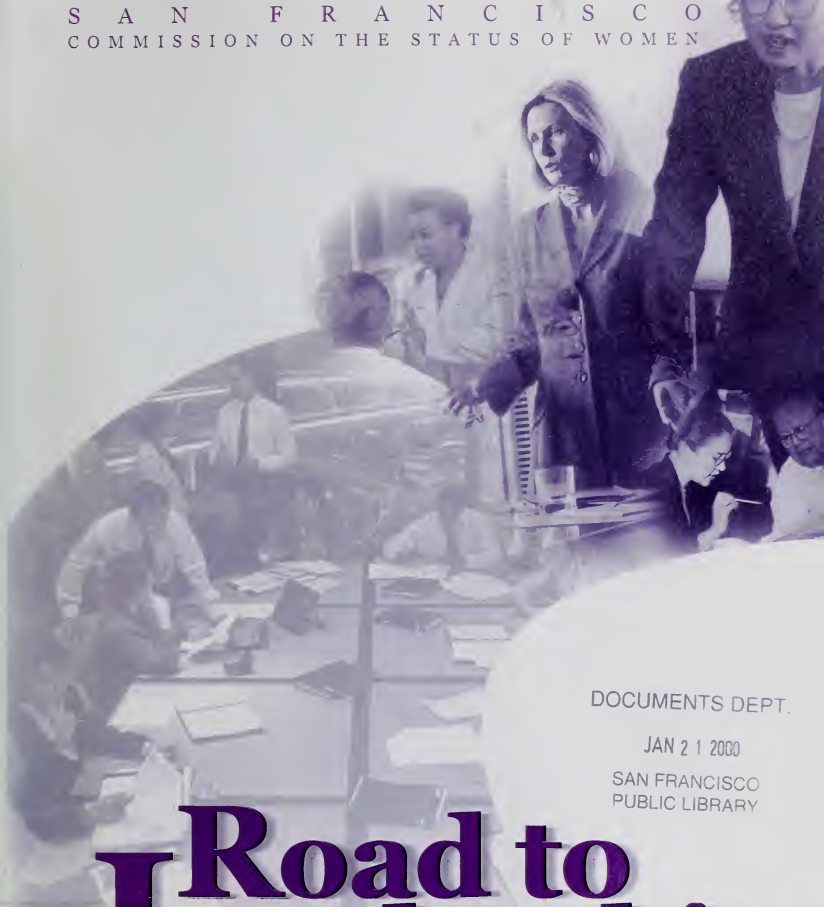
S A N F R A N C I S C O
COMMISSION ON THE STATUS OF WOMEN



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Road to Leadership
How to Get that Appointment

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Information Caveat

Each commission, agency, and task force was asked to provide specific information, so that we could provide you with timely, accurate and complete information. However, activity within these various boards, commissions and task forces is constant and information does and will change. The Mayor's Office and the Clerk of the Board of Supervisors maintain an updated list of boards and commissions. To ensure that you have the most pertinent and current information, you should always follow-up with your own phone call to confirm and to receive additional updates.

Research: Carol Sacco
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Layout/Cover Design: Imtech Communications

June 1999

Introduction

About this Publication

Boards, commissions, task forces and advisory bodies are an important and influential component of city government. Their members not only have an opportunity to affect public policy, but also have the opportunity to gain access to the highest levels of city government, develop networks and represent their own constituencies and perspectives. This publication provides an annotated listing of the boards, task forces and advisory bodies that operate within San Francisco city and county government. Since a major goal of the San Francisco Commission on the Status of Women (COSW) has been to increase the participation of women in the decision-and-policy-making process, this publication is an excellent tool for women to use to *"get that appointment."*

History of the Commission on the Status of Women

The Commission on the Status of Women was first established by resolution in 1975. In 1994, the voters passed Proposition E, making the Commission a permanent department under the City Charter. The Commission is mandated (by the City Charter and Ordinance) to develop city programs and policies, and work closely with departments and elected officials to implement policies that address the specific needs of women and girls. The Commission's mandated areas include: violence against women and girls, employment and economic development, child care, education, discrimination and barriers in employment and business, women and girls in the justice system, prostitution, health, homelessness, and leadership development.

As the only official city and county agency devoted solely to women's issues, the Commission has provided technical assistance in the areas of sexual harassment and other gender discrimination, and information and statistics on women and girls. In addition, COSW has initiated and led task forces, public hearings, conferences, community forums, workshops and special events that promote equal opportunity in employment, education, economic and business opportunities and family-friendly workplace practices. From the beginning, as an advocate for increasing the number of

women serving as agency heads and as members of commissions, boards and task forces, COSW has vigorously supported the appointment of women to these high level positions. It is an important part of the Commission's mandate to ensure that all commissions and appointed bodies represent the diversity of San Francisco by gender, sexual orientation, ethnicity and age.

This publication, **"Road to Leadership: How to Get That Appointment,"** has been a special project designed to increase women's participation in government. While it clearly may be used by both women and men, the Commission hopes it will serve as a catalyst for increasing the appointment of women to government bodies by providing access to the necessary information and thus expanding the pool of qualified candidates.

How to Use the Information in this Directory

For each of the listings, the descriptive information will help you assess the qualifications and level of commitment required for service. Function, composition, terms of office, compensation, and frequency are all detailed for this purpose. Any special qualifications that may be required for appointment are also included within these categories. While the Commission's particular interest as a city body itself is in mayoral appointments, other authorities responsible for making board appointments, such as the San Francisco Board of Supervisors, are also described so that you will better know whom to contact to be considered for appointment. In addition to the permanent boards listed in this directory, the mayor frequently creates blue-ribbon commissions. These commissions have not been included in this directory because of their temporary status.

We strongly recommend that you should also use the publication, **Inside City Hall**, a guide to San Francisco city and county government issued by the League of Women Voters. This publication, which is revised every few years, provides an informative overview of the various elected officials, boards and commissions, and other San Francisco city agencies. The Mayoral Commissions are probably those most familiar to San Franciscans; however, a number of other commissions have members appointed by the Board of Supervisors, the Judiciary or other recognized agencies and this resource will put city governance in perspective. **Inside**

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City Hall is available by contacting the League of Women Voters at 620 Sutter Street, San Francisco, CA 94102, (415) 989-8683.

The Process Behind Seeking an Appointment

An appointment to a commission or an advisory board often occurs not only because an individual has appropriate skills and qualifications, but also because of that person's initiative. This directory is intended as a tool to help you begin this step-by-step process and to help you focus your efforts on being recognized as the right person for the appointment.

The first step is to review the listing for a particular commission or advisory board and begin to assess whether you are a viable candidate. After reviewing the listing, you will need more information about the particular board. To obtain this information, you should:

* **Request printed materials about the specific commission or advisory board, and any department it oversees.**

* **Attend one of the commission or advisory board's regular meetings or special programs.**

* **Meet with individuals and groups with whom the commission or board has worked or with those who have been affected by the board's actions.**

* **Talk to past and present commission and/or board members to gain insight into its purpose and operations.**

Of course, you should read the local newspapers to learn about the specific commission or advisory board's activities, as well as other relevant current issues and events that would have an impact on the commission or advisory board.

Finally, you should familiarize yourself with the specifics of the appointment process. For example, key questions to ask include: How should resumes be forwarded to the mayor and Mayor's Office? Is there a specific time period when appointments and appointment packets are accepted? What is the interview process?

Once you have thoroughly researched a commission or advisory board, you should honestly assess your skills and experiences to identify those that are appropriate to the particular board. This may include reviewing your educational background, professional training, employment history, volunteer work, personal and professional affiliations, and personal qualities. If you decide to apply for appointment, be sure to include all applicable qualifications in a well-organized resume and cover letter. Double check to make sure that letters to officials are addressed correctly, using "Honorable" and other titles where appropriate.

Note that the information included in your letter and resume might differ from that supplied in a resume for a job application. Your knowledge of your community and your participation within it may be one of the over-riding factors in your being appointed and should thus be highlighted in the resume or cover letter. Send these materials not only to the Mayor's Office or the Board of Supervisors, but also to organizations whose support would be beneficial and other individuals whose opinion is respected by the appointing official(s).

It is important to analyze ways in which you may build support for your appointment. You should assess what support is necessary and available to you and how you may secure and use it. Community and civic organizations, elected officials and influential people in the community, professional organizations and unions may be key sources of support. Prior volunteer experience, especially with candidates or city officials is helpful and should be described. You may wish to meet with organizations or individuals to encourage them to act on your behalf by writing letters outlining your qualifications or endorsing your appointment. In short, you should mount an active campaign to strengthen your application and to showcase your special and unique qualifications.

Women on City Commissions

We are encouraged by the fact that the number of women being appointed to commissions, boards and task forces has steadily increased in recent years. But it is important that women continue to seek policy-making positions. There are certainly many capable women who could bring their talents and skills to a wide range of appointive bodies in San Francisco. We hope that this publication will encourage qualified women to seek and gain

appointment to the city's boards, commissions and task forces. In so doing, not only will individuals have the opportunity to enrich their lives, but the city will benefit from new talent and expertise.

Commissions Appointed by the Mayor

Title: **AGING, COMMISSION ON THE**

Address: 25 Van Ness Avenue, Room 650
San Francisco, CA 94102
(415) 864-6051
FAX: (415) 864-3991

David Ishida, Director

Meetings: First Wednesday of the month, 9:30 AM
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 7 members, appointed by the Mayor.

Compensation: $25 a month

Function: To provide leadership at the local level in developing systems of home and community-based services that maintain individuals in their own homes or least restrictive home-like environments. In particular, emphasis shall be placed on coordinating with local systems to enable individuals to live out their lives with maximum independence and dignity in their own homes and communities through the development of comprehensive and coordinated systems of home and community-based care.

In the City and County of San Francisco, the Commission on the Aging is a single agency within the government which is specifically charged with coordinating and supporting services for the elderly. The Commission operates with federal, state, and City and County funds to coordinate a "Community-Based System of Care" (CBSC), as defined by federal and state authorities.

Title: **AIRPORT COMMISSION**

Address: San Francisco International Airport, International Terminal
San Francisco, CA 94128
(650) 794-5043
FAX: (650) 794-5005

Mailing Address:

San Francisco International Airport
P.O. Box 8097,
San Francisco, CA 94128

Jean Caramatti, Commission Secretary

Meetings: 1st and 3rd Tuesdays of the month, 9:00 AM
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 5 members, appointed by the Mayor.

Compensation: $100 per month

Function: The Commission shall have charge of the construction, management, supervision, maintenance, extension, operation, use and control of all property, as well as the real, personal and financial assets which are under the Commission's jurisdiction.

Title: **ARTS COMMISSION**

Address: 25 Van Ness Avenue, #240
San Francisco, CA 94102
(415) 252-2590
FAX: (415) 252-2595

Sally Wisnia, Commission Secretary
E-Mail: sfac@thecity.sfsu.edu
Web Site: http://thecity.sfsu.edu/sfac/

Meetings: 1st Monday of the month, 3:00 PM
25 Van Ness Avenue, Room 70, San Francisco

Membership: 15 members, appointed by the Mayor: 11 are practicing arts professionals in architecture, landscape architecture and the performing, visual, literary and media arts; and 4 are lay members.

Compensation: None.

Function: To approve design of all public buildings and structures. To approve design and location of all works of art before they are placed upon city property or approve removal from city property. To regulate art programs, supervise and control expenditures for music and the advancement of the arts. To license street artists. To serve as art consultant to the redevelopment agency. Has a variety of committees and operates a number of community cultural programs.

Title: **ASIAN ARTS COMMISION**

Address: Asian Arts Museum, Conference Room, Second Floor
Golden Gate Park, San Francisco, CA 94118
(415) 379-8854
FAX: (415) 668-8928

Laura F. Hathorn, Commission Secretary

Meetings: Generally the last Monday of each month: rotates between Executive Committee and Full Commission at 12:00 Noon at the Asian Art Museum, Museum Society Auxiliary Meeting Room, 1st Floor, San Francisco

Membership: 27 Commissioners and 4 Honorary Commissioners, appointed by the Mayor.

Compensation: None

Function: To develop, maintain, and administer the Asian Arts Museum and its collections; for soliciting and accepting gifts for development of the Museum and for maintaining a charitable foundation to assist with that function; and for collaborating with other organizations to develop the Museum as an outstanding center of Asian art and culture.

Title: **BOARD OF PERMIT APPEALS**

Address: 1660 Mission Street, Room 3036
San Francisco, CA 94103
(415) 575-6880
FAX: (415) 575-6885

Robert Feldman, Executive Secretary

Meetings: Usually three Wednesday evenings a month beginning at 5:30 PM
Room 416 (Hearing Room 4), City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 5 members, appointed by the Mayor.

Compensation: $15 per meeting attended

Function: To hear and decide appeals regarding permits issued, suspended, revoked or denied by most City departments, including zoning variances and determinations. Some refer to the Board as "the People's Court" on permit and development matters.

Title: **BUILDING INSPECTION COMMISSION (BIC)**

Address: 1660 Mission Street, Room 6003
San Francisco, CA 94103
(415) 558-6164
FAX: (415) 558-6225

Maria Banico, Commission Secretary

Meetings: Regular Meetings on the 1st Wednesday of the month, 1:30 PM
Room 408, City Hall,
1 Dr. Carlton B. Goodlett Place, San Francisco

Special Meetings and Committee Meetings are held on an as-needed basis in addition to regular meetings.

Membership: 7 Members: 4 Members appointed by the Mayor (Architect, Structural Engineer, Residential Builder, Non-Profit Housing); and
3 Members appointed by the President of the Board of Supervisors (Residential Landlord, Tenant, Public).

Compensation: None

Function: Pursuant to Charter Section Appendix D3.750, the Building Inspection Commission (BIC) is charged with the organization and management of the Department of Building Inspection (DBI). The DBI enforces the San Francisco Building Code, Mechanical Code, Electrical Code, Plumbing Code, and Housing Code. The BIC also constitutes the Abatement Appeals Board (AAB). The BIC hears appeals on determinations of the DBI leading up to the issuance of permits. The AAB hears appeals on actions of the DBI on code enforcement matters. The BIC also appoints and may remove at its pleasure the members of its subordinate bodies consisting of the Access Appeals Board, the Board of Examiners, the Unreinforced Masonry Appeals Board, and the Code Advisory Committee.

Mission Statement: As a policy-making and supervisory body mandated by the City Charter, the seven-member citizen Building Inspection Commission will manage the Department of Building Inspection and the bodies subordinate to the Commission overseeing the effective, efficient, fair and safe enforcement of the City and County's Building, Housing, Plumbing, Electrical and Mechanical Codes, along with Disability Access Regulations.

Title: **CITIZENS ADVISORY COMMITTEE on ELECTIONS (CACE)**

Address: San Francisco Department of Elections
1 Dr. Carlton B. Goodlett Place, Room 48
San Francisco, CA 94102
(415) 554-4375
FAX: (415) 554-7344

Rebecca Kinney, Commission Secretary

Meetings: 1st Wednesday of every month, 5:00 PM (call first)
Room 158, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 11 members: 6 appointed by the Board of Supervisors and 5 appointed by the Mayor.

Compensation: None

Function: Studies and makes advisory recommendations to the officers of city and county on all matters of voter registration and any matters related to the committee on elections.

Title: **CIVIL SERVICE COMMISSION**

Address: 25 Van Ness Avenue, Suite 720
San Francisco, CA 94102
(415) 252-3251
FAX: (415) 252-3260

Kate Favetti, Executive Officer

Meetings: 1st and 3rd Mondays of the month at 2:00 PM
Room 408, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 5 Members, appointed by the Mayor.

Compensation: $100 a month

Function: To provide qualified city employees whose hiring is based solely on merit and fitness for the job as determined by appropriate examinations. To hear and render decisions on matters concerning employees such as terminations, dismissals and examination protests.

Title: **ENVIRONMENT, COMMISSION ON THE**

Address: 1540 Market Street, Suite 160
San Francisco, CA 94102
(415) 554-6390
FAX: (415) 554-6393

Christopher Chow, Commission Secretary
E- mail: Environment@ci.sf.ca.us
Web site: http://www.ci.sf.ca.us/environment

Meetings: 3rd Monday of every month at 6:00 PM
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 7 members, appointed by the Mayor.

Compensation: $50 monthly meetings expense honorarium

Function: The Commission shall have the authority to review and make recommendations on any policy proposed for adoption by City agency regarding conformity with the long-term plans for environmental sustainability, except for those regarding building and land use. The Commission may investigate and make recommendations to all City agencies related to operations and functions, such as solid waste management, recycling, energy conservation, natural resource conservation, environmental inspections, toxics, urban forestry and natural resources, habitat restoration, and hazardous materials.

The Commission also conducts public education and outreach to the community on environmental issues, including, but not limited to, each of the categories listed above.

Title: **ETHICS COMMISSION, SAN FRANCISCO**

Address: 1390 Market Street, Suite 801
San Francisco, CA 94102-5302
(415) 554-9510
FAX: (415) 554-8757

Ginny Vida, Executive Director
E-mail: ethics_commission@ci.sf.ca.us
Web site: http://www.ci.sf.cs.us/ethics/

Meetings: 2nd Monday of each month, 5:00 PM
Fox Plaza, 1390 Market Street, Room 227, San Francisco

Membership: 5 members: one each appointed by the Mayor, the Board of Supervisors, the Controller, the City Attorney, and the District Attorney.

Compensation: None

Function: The Commission serves the public, City employees and officials and candidates for public office through education and enforcement of ethics laws. The Commission provides open access to public records in ethics-related matters.

Title: **FILM & VIDEO COMMISSION**

Address: 1 Dr. Carlton B. Goodlett Place, Room 473
San Francisco, CA 94102
(415) 554-6244
FAX: (415) 554-6503

Michael Billington, Administrative Assistant

Meetings: 4th Monday of the month, 1:00 PM
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 11 members, appointed by the Mayor.

Compensation: None

Function: To promote and bring film productions to San Francisco.

Title: **FIRE COMMISSION**

Address: 698 Second Street
San Francisco, CA 94107-2015
(415) 558-3451
FAX: (415) 929-1058

Raymond Connors, Commission Secretary

Meetings: 2nd and 4th Thursday of the month at 6:00 PM
698 Second Street, Room 102, San Francisco

Membership: 5 members, appointed by the Mayor.

Compensation: $100 per month

Function: To manage the Fire Department. The Commission has final responsibility for the proper administration of the Department and has the authority to prescribe rules and regulations governing all business and personal affairs. To preside over and judge disciplinary matters.

Title: **HEALTH COMMISSION**

Address: 101 Grove Street, Room 311
San Francisco, CA 94102
(415) 554-2666
FAX: (415) 554-2665

Sandy Ouye Mori, Commission Secretary
Web site: http://www.dph.sf.ca.us

Meetings: 1st and 3rd Tuesday of the month, 3:00 PM
101 Grove Street, Room 300, San Francisco

Membership: 7 members, appointed by the Mayor: a maximum of three health service providers.

Compensation: $100 per month

Function: To establish health care policy for the City and County of San Francisco. Oversees management of the Department of Public Health and serves as the governing body for the San Francisco General and Laguna Honda Hospital.

Title: **HEALTH SERVICE SYSTEM BOARD**

Address: 1145 Market Street, Second Floor
San Francisco, CA 94103
(415) 554-1737
FAX: (415) 554-2490

Mila Palarca, Commission Secretary

Meetings: 2nd Thursday of the month, 2:00 PM
1155 Market Street, Fourth Floor, San Francisco

Membership: 7 members: 2 members appointed by the Mayor (one insurance company official and one doctor); 3 members elected from the membership of the system; and 2 **ex-officio** members (Chair of Finance Committee of the Board of Supervisors and the City Attorney or an assistant).

Compensation: None

Function: To provide medical and hospital care to all city employees who are active and retired members of the Retirement System and to their spouses and dependents; responsible for using funds to contract for services.

Title: **HOUSING AUTHORITY**

Address: 440 Turk Street
San Francisco, CA 94102
(415) 554-1200
FAX: (415) 241-1024

Glory Williams, Commission Secretary
(415) 554-1287 (direct)

Meetings: 2nd and 4th Thursdays of the month, 2:00 PM
440 Turk Street, First Floor Commission Room, San Francisco

Membership: 7 members, appointed by the Mayor: one a tenant in a family unit and one a tenant in an elderly unit.

Compensation: $50 per meeting

Function: To set policy for the Housing Authority which constructs, owns and manages low rent housing projects financed by private bonds, incomes from rents and federal subsidies.

Title: **HUMAN RIGHTS COMMISSION**

Address: 25 Van Ness Avenue, Eighth Floor
San Francisco, CA 94102
(415) 252-2500
FAX: (415) 431-5764

Carla Vaughn, Commission Secretary
(415) 252-2538 (direct)

Meetings: 2nd and 4th Thursday of the month, 4:30 PM
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 11 members, appointed by the Mayor.

Compensation: $50 per meeting, with a maximum of two commission and/or committee meetings per month.

Function: To advocate for human and civil rights; to investigate and mediate discrimination complaints and provide referrals; promote and certify minority/women/locally owned businesses in city contracting, resolve community dispute and issues involving individual or systemic illegal discrimination; and provide technical assistance, information and referrals related to human rights and social services. Has five Standing Committees: Employment Committee; Issues Committee; Youth and Education; Lesbian, Gay, Bisexual, Transgender Advisory Committee; and Minority Business Enterprise, Women Business Enterprise, Local Business Enterprise Advisory Committee.

Title: **HUMAN SERVICES COMMISSION**

Address: 170 Otis Street, 8th Floor
San Francisco, CA 94103
(415) 557-6431
FAX: (415) 431-9270

Mailing Address:

P.O. Box 7988
San Francisco, CA 94120

Louise Rainey, Commission Secretary
Web Site: http://www.ci.sf.ca.us/dhs/comm.htm

Meetings: 4th Thursday of each month, 9:30 AM
170 Otis Street, First Floor, San Francisco

With the exception of November and December, when they meet on the 3rd Thursday.

Membership: 5 members, appointed by the Mayor. No person eligible while holding a salaried public office, position or employment.

Compensation: None

Function: To provide financial, medical and social services to all eligible persons in San Francisco. To determine policy and supervise. To appoint an Executive Director who is responsible for the enforcement of the rules, regulations, and administration of the department.

Title: **IMMIGRANT RIGHTS COMMISSION**

Address: Human Services
170 Otis Street, San Francisco, CA 94103
(415) 557-6431

John Young, Commission Contact
(415) 557-5373 (direct)

Meetings: 1st Wednesday of the month, 4:30 - 7:00 PM
Room 421, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 15 members: 11 members appointed by the Board of Supervisors and 4 members appointed by the Mayor. At least eight members shall be immigrants to the United States who are appointed in accordance with section 4.101 of the Charter and shall have a demonstrated knowledge of and interest in the health, human service, educational, or employment issues that affect immigrants residing in San Francisco and shall reflect the geographic, ethnic, and sexual populations of San Francisco.

Compensation: None

Function: To make sure that immigrants have access to City services. To promote the participation of immigrants in City and civic life.

Title: **JUVENILE PROBATION**

Address: 375 Woodside Avenue
San Francisco, CA 94127
(415) 753-7870
FAX: (415) 753-7826

Don Chan, Commission Secretary

Meetings: 4th Wednesday of each month, 5:30 PM
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 7 members, appointed by the Mayor.

Compensation: $25 per meeting – up to $100 a month

Function: To oversee Juvenile Probation Department

Title: **LANDMARKS PRESERVATION ADVISORY BOARD**

Address: 1660 Mission Street, 5th Floor
San Francisco, CA 94103
(415) 558-6320
FAX: (415) 558-6426

Andrea Green, Recording Secretary
(415) 558-6266 (direct)

Meetings: 1st and 3rd Wednesdays, usually 12:30 PM
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 9 members, appointed by the Mayor.

Compensation: None

Function: To make recommendations on the preservation of San Francisco buildings.

Title: **LIBRARY COMMISSION**

Address: Main Library, Civic Center
100 Larkin Street
San Francisco, CA 94102-4705
(415) 557-4233
FAX: (415) 557-4240

Michael Housh, Commission Secretary
E-mail: mhoush@sfpl.lib.ca.us

Meetings: Meeting Schedule for 1999

First Tuesday of the month, 5:30 PM

January 5th	August 3rd
March 2nd	September 7th
April 6th	October 5th
June 1st	December 7th

Third Tuesday of the month, 5:30 PM

January 19th	September 21st
April 20th	October 19th
July 20th	December 21st

First Wednesday of the month, 5:30 PM

February 3rd	November 3rd

Third Thursday of the month, 5:30 PM

February 18th	June 17th
March 18th	August 19th
May 20th	November 18th

Membership: 7 members, appointed by the Mayor.

Compensation: None

Function: To manage the San Francisco Public Library System.

Title: **MAYOR'S DISABILITY COUNCIL**

Address: City Hall, Room 362
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 554-6171
FAX: (415) 554-4849

Steven D. Nelson, ADA Coordinator

Meetings: Every 3rd Friday of the month, 1:00 - 4:00 PM
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: Currently 11 members, will be 15, appointed by the Mayor.

Compensation: None

Function: To advise the Mayor on policies and programs regarding disability issues.

Title: **PARKING AND TRAFFIC COMMISSION**

Address: 25 Van Ness Avenue, Suite 410
San Francisco, CA 94102
(415) 554-9800
FAX: (415) 554-9834

Renee Faison, Commission Secretary

Meetings: 1st and 3rd Tuesdays, 1:00 PM
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 5 members, appointed by the Mayor.

Compensation: $100 per month

Function: To decrease traffic congestion and increase the availability of on and off-street parking. To manage City-owned off-street parking facilities and develop new parking facilities within the City and County of San Francisco. Facilities include large garages in the Downtown area, as well as neighborhood garages and surface lots. Members of this Commission also serve **ex-officio** on the San Francisco Parking Authority.

Title: **PLANNING COMMISSION**

Address: San Francisco Planning Department
1600 Mission Street, 5th Floor
San Francisco, CA 94103
(415) 558-6414
FAX: (415) 558-6409

Jonas P. Ionin, Commission Secretary
(415) 558-6547 (direct)

Meetings: Every Thursday of the month, 1:30 PM, except for the 5th Thursday of the month.

Membership: 7 members, appointed by the Mayor.

Compensation: $50 per meeting

Function: Please call this Commission office.

Title: **POLICE COMMISSION**

Address: 850 Bryant Street, Room 505
San Francisco, CA 94103
(415) 553-1667
FAX: (415) 553-1669

Lt. Manuel Barretta, Commission Secretary

Meetings: Each Wednesday of the month, 5:30 PM
Hall of Justice, Room 551, San Francisco

Membership: 5 members, appointed by the Mayor.

Compensation: $100 per month

Function: To manage the Police Department and office of Citizen Complaints.

Title: **PORT AUTHORITY COMMISSION**

Address: Port Commission
Ferry Building, Suite 3100
San Francisco, CA 94111
(415) 274-0499
FAX: (415) 274-0412

Amy Quesada, Commission Secretary
(415) 274-0405 (direct)

Meetings: 2nd and 4th Tuesdays of the month at 4:00 PM, unless otherwise noticed.
Ferry Building, Commission Room, San Francisco

Membership: 5 members, appointed by the Mayor.

Compensation: $100 per month, plus expenses

Function: To improve, operate and conduct the harbor business to further the interest of the Port in world trade. Includes controlling and managing all real and personal property, granting franchises and leases, constructing, repairing and operating all Port buildings and facilities.

Title: **PUBLIC TRANSPORTATION COMMISSION**

Address: 401 Van Ness Avenue, #334
San Francisco, CA 94102
(415) 923-6389
FAX: (415) 554-4143

Roberta Boomer, Commission Secretary

Meetings: 1st and 3rd Tuesday of the month, 5:00 PM
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 5 members, appointed by the Mayor.

Compensation: $100 a month

Function: To focus attention on Muni, to improve service, management, employee relations, and responsiveness to public. To make Muni the best transportation system in the United States.

Title: **PUBLIC UTILITIES COMMISSION**

Address: 1155 Market Street, 4th Floor
San Francisco, CA 94103
(415) 554-3155
FAX: (415) 554-3161

Romaine A. Boldridge, Commission Secretary
(415) 554-3165 (direct)

Meetings: 2nd and 4th Tuesday of each month, 1:30 PM
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 5 members, appointed by the Mayor.

Compensation: $100 per month

Function: To manage and operate all water and energy supplies and utilities of the City for supplying services to customers inside and outside the City and County of San Francisco.

Title: **RECREATION AND PARK COMMISSION**

Address: McLaren Lodge
501 Stanyan Street
San Francisco, CA 94117-1898
(415) 831-2750
FAX: (415) 221-8034

Margaret McArthur, Commission Secretary

Meetings: 3rd Thursday of the month, 2:00 PM
McLaren Lodge, Golden Gate Park, San Francisco

Membership: 7 members, appointed by the Mayor.

Compensation: None

Function: To manage the Recreation and Park properties and facilities of San Francisco. To foster a public recreation program.

Title: **REDEVELOPMENT AGENCY, SAN FRANCISCO**

Address: 770 Golden Gate Avenue, 3rd Floor
San Francisco, CA 94102
(415) 749-2400
FAX: (415) 749-2525

Patsy Oswald, Agency Secretary
(415) 749-2457 (direct)

Meetings: Each Tuesday of every month, 4:00 PM
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 7 members, appointed by the Mayor.

Compensation: Necessary expenses and up to $25 per meeting

Function: To develop a Redevelopment Plan, subject to public hearings and approval by the Board of Supervisors, for an area designated by local officials. To renew such areas by purchasing substandard properties; rehabilitate the structures or clear the land; and select developers to achieve construction of facilities in accordance with the Plan. The Redevelopment Agency operates primarily in redevelopment project areas designed by the Board of Supervisors and achieves its objectives by clearing conditions of blight, retaining that which is structurally sound and compatible, replanning and attracting developers with good urban design to rebuild. The Agency also engages in rehabilitation of properties and provides assistance to for-profit and non-profit property owners in various areas of the City in the direct finance of new housing construction and property rehabilitation, with substantial emphasis on producing affordable housing.

Title: **RESIDENTIAL RENT STABILIZATION AND ARBITRATION BOARD**

Address: 25 Van Ness Avenue, Room 320
San Francisco, CA 94102-6003
(415) 252-4641
FAX: (415) 252-4699

Joseph P. Grubb, Executive Director

Meetings: First Tuesday of the month, 6:00 PM
25 Van Ness Avenue, Suite 70 (Lower Level), San Francisco

Membership: 10 members, appointed by the Mayor.

Compensation: $25 for first 2 hours and $50 next 2-6 hours

Function: To oversee rules and regulations of the Rent Board and conduct rental arbitration hearings; hire executive director; make reports available to public.

Title: **RETIREMENT SYSTEM BOARD COMMISSION**

Address: 1155 Market Street, Second Floor
San Francisco, CA 94102
(415) 554-1520
FAX: (415) 554-1523

Kay Gulbengay, Executive Assistant

Meetings: 2nd and last Tuesday of each month, 12:30 PM
1155 Market Street, Conference Room, San Francisco

Membership: 6 members and President of the Board of Supervisors: 3 members are appointed by the Mayor and 3 members are elected by the active members of the retirement system, retired persons included.

Compensation: None

Function: To administer the city employees' pension fund and rule on all claims for benefits.

Title: **SMALL BUSINESS ADVISORY COMMISSION**

Address: 1 Dr. Carlton B. Goodlett Place, Suite 448
San Francisco, CA 94102
(415) 554-6249
FAX: (415) 554-6018

Barbara Kolesar, Director

Meetings: Second Monday of the month, 5:30 PM
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 11 members, appointed by the Mayor: each of whom represents small business.

Compensation: None

Function: To develop a cooperative and supportive relationship between the small business community and the City and County of San Francisco, to identify existing and potential problem areas and to recommend solutions to alleviate such problem areas. Its powers and duties include: holding monthly hearings on matters of concern to small business and working with and making recommendations to other city and county agencies, commissions and departments, which administer and enforce regulations that affect small business. It also monitors the growth or decline of small business within the City and County.

Title: **SOUTHEAST COMMUNITY FACILITY COMMISSION**

Address: 1800 Oakdale Avenue, Suite B, Room 4
San Francisco, CA 94124
(415) 821-1534
FAX: (415) 821-1627

Katherine Basconcillo, Commission Secretary

Meetings: 2nd Tuesday and 4th Wednesday, 6:00 PM
1880 Oakdale Avenue, Community Room, San Francisco

Membership: 7 members, appointed by the Mayor.

Compensation: $100 per month

Function: Please call this Commission office.

Title: **STREET ARTIST AND CRAFTSMEN EXAMINERS (ADVISORY COMMITTEE)**

Address: 25 Van Ness Avenue, Room 240
San Francisco, CA 94102
(415) 252-2581
FAX: (415) 252-2595

Howard Lazar, Commission Secretary

Meetings: Last Thursday of each month, 9:30 AM
25 Van Ness Avenue, San Francisco

Membership: 4 members, appointed by the Mayor.

Compensation: $80 a meeting

Function: To examine the wares of the persons seeking street artist licenses, in order to verify that the wares are of the artists' own creation.

Title: **TAXI COMMISSION**

Address: 401 Van Ness Avenue, Room 340
San Francisco, CA 94102
(415) 554-6964

Meetings: Two Tuesdays a month, 6:00 PM (call first)
Room 408, City Hall
1Dr. Carlton B. Goodlett Place, San Francisco

Membership: 7 members, appointed by the Mayor.

Compensation: $100 per month

Function: To oversee the Taxi industry and review applications for permits.

Title: **TELECOMMUNICATIONS COMMISSION**

Address: Department of Telecommunications and Information Services
875 Stevenson Street, 5th Floor
San Francisco, CA 94103
(415) 554-4443
FAX: (415) 554-4731

Kim Weisman, Commission Secretary
(415) 554-5684 (direct)

Meetings: Fourth Monday of every month at 5:30 PM
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 5 members, appointed by the Mayor. At least one member of the Commission is drawn from among people with expertise in fields related to the Commission's work, including, but not limited to, telecommunications management and telecommunications engineering. At least one member of the Commission will represent the public, educational and government access to telecommunications and information services technologies. At least two members will represent the interests of consumers and the general public.

Compensation: $25 per meeting

Function: The purpose of this Commission is to promote open and fair competition among telecommunications providers within the City; to ensure that new telecommunications services are made available to San Francisco residents and businesses on a fair and nondiscriminatory basis; to ensure that the principle of universal access to telecommunications services is upheld within the City; to ensure that public, educational and municipal access to video programming channels is preserved; to promote the safe and efficient use of the streets by telecommunications providers; to ensure that new telecommunications technologies do not interfere with the City's emergency communications systems; to ensure that the public receives fair compensation for the use of the public rights-of-way and the costs of approving and, if necessary, monitoring, the various devices sought to be installed by telecommunications providers; and to ensure that the City itself has access to telecommunications services which improve public safety, public access to government and the efficient delivery of public information and services.

Title: **TREASURE ISLAND DEVELOPMENT AUTHORITY**

Address: Treasure Island Project Office
410 Palm Avenue, Building 1, San Francisco, CA 94130
(415) 274-0660
FAX: (415) 274-0299

Joan Rummelsberg, Commission Secretary
(415) 274-0672 (direct)

Meetings: 2nd Wednesday of each month, 1:00 PM
Room 400, City Hall
1Dr. Carlton B. Goodlett Place, San Francisco

Membership: 7 members, appointed by the Mayor.

Compensation: None

Function: To oversee the administration of the development of Treasure Island.

Title: **VETERANS' AFFAIRS COMMISSION**

Address: c/o P.O. Box 591421
San Francisco, CA 94159

Anna Litico, Council Secretary

Membership: 15 members: 4 appointed by the Mayor and 11 members appointed by the Board of Supervisors.

Title: **WAR MEMORIAL BOARD OF TRUSTEES**

Address: War Memorial of San Francisco, Veterans Building
401 Van Ness Avenue, #110, San Francisco, CA 94102
(415) 621-6600
FAX: (415) 621-5091

Gregory P. Ridenour, Assistant Managing Director

Meetings: 2nd Thursday of each month, 2:00 PM
War Memorial Opera House, 4th Floor, Trustee Board Room
301 Van Ness Avenue, San Francisco

Membership: 11 members, appointed by the Mayor.

Compensation: None

Function: To be responsible for the construction, administration and management of the War Memorial complex which consists of the Veterans Building, the Memorial Court, the Opera House, Davies Symphony Hall, and Zellerbach Rehearsal Hall.

Title: **WOMEN, COMMISSION ON THE STATUS OF**

Address: 25 Van Ness Avenue, Room 130
San Francisco, CA 94102
(415) 252-2570
FAX: (415) 252-2575

Esther Velonza, Acting Commission Secretary

Meetings: 4th Wednesday of each month, 5:00 PM
Room 408, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 7 members, appointed by the Mayor.

Compensation: $25 per meeting

Function: To foster the socioeconomic, political and educational advancement of women and girls throughout San Francisco; to insure equal treatment and services to women and girls by public agencies and the private sector; to assist City and County government by developing and implementing policies, legislation and programs addressing the needs of all women and girls. The department's priorities are to address violence against women and girls and economic barriers in employment, education and business.

Title: **YOUTH COMMISSION**

Address: Youth Commission
Room 345, City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-0917
(415) 554-6446
FAX: (415) 554-6140

Susan Kim, Director
(415) 554-7112 (direct)
Web site: www.ci.sf.ca.us/youth_commission

Meetings: 1st and 3rd Mondays of the month, 5 – 7 PM,
Room 416, City Hall
1 Dr. Carlton B. Goodlett Place, San Francisco

Membership: 17 members: 6 appointed by the Mayor and one appointed by each member of the Board of Supervisors.

Compensation: None

Function: To advise the Mayor and Board of Supervisors on children and youth issues.

Appointments Made by the Board of Supervisors

Title: **ADVISORY COUNCIL TO THE COMMISSION ON THE AGING**

Address: Commission on the Aging
25 Van Ness Avenue #650
San Francisco, CA
(415) 864-6051

Contact: David Ishida

Title: **AIRPORT NOISE COMMITTEE**

Address: 215 Henry Street
San Francisco, CA
(415) 626-7379

Contact: Curt Holzinger

Title: **ANIMAL CONTROL & WELFARE COMMISSION**

Address: c/o Department of Public Health
1390 Market Street, Room 822
San Francisco, CA 94102
(415) 554-9411

Contact: Carl Friedman

Title: **ASSESSMENT APPEALS BOARD**

Address: City Hall, Room 405
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4697
(415) 554-6778

Contact: Dawn Duran

Title: **ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG) EXECUTIVE BOARD**

Address: P.O. Box 2050
Oakland, CA 94604-2050
(510) 464-7900

Contact: Peggy Edgerton

Title: **ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG) GENERAL ASSEMBLY**

Address: P.O. Box 2050
Oakland, CA 94604-2050
(510) 464-7900

Contact: Peggy Edgerton

Title: **BAY AREA LIBRARY AND INFORMATION SYSTEM ADVISORY BOARD**

Address: c/o City Librarian
Main Library, Civic Center
San Francisco, CA 94102
(415) 557-4236

Contact: Susan Hildreth, Deputy City Librarian

Title: **BICYCLE ADVISORY COMMITTEE**

Address: City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 554-5184

Contact: Gloria L. Young

Title: **BUILDING INSPECTION COMMISSION***

Address: 1660 Mission Street, 6th Floor
San Francisco, CA 94103-2414
(415) 558-6164

Contact: Maria Banico

Title: **CALIFORNIA STATE ASSOCIATION OF COUNTIES**

Address: 1100 K Street, Suite 101
Sacramento, CA 95814
(916) 327-7500

Contact: David Liebler

Title: **CHILD CARE PLANNING AND ADVISORY COUNCIL**

Address: Mayor's Office of Children,Youth, Families
1390 Market Street, #918
San Francisco, CA 94102
(415) 554-8791

Contact: Fran Kipnis

Title: **CITIZENS ADVISORY COMMITTEE ON WASTEWATER MANAGEMENT**

Address: c/o Clean Water Program
1700 Jerrold Street
San Francisco, CA 94124
(415) 642-6940

Contact: Michele Pla

Title: **CITY - WIDE ALCOHOLISM ADVISORY BOARD**

Address: Drug Abuse Advisory Board
1380 Howard Street, 4th Floor
San Francisco, CA 94103
(415) 255-3521

Contact: Terry Hopper

Title: **DELINQUENCY PREVENTION COMMISSION**

Address: Delinquency Prevention Commission
1390 Market Street, Room 901
San Francisco, CA 94102
(415) 554-9516

Contact: Susie Bailey

Title: **ETHICS COMMISSION***

Address: Ethics Commission
1390 Market Street, Suite 801
San Francisco, CA 94102
(415) 554-9510

Contact: Ginny Vida

Title: **GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT**

Address: P.O. Box 9000
Presidio Station
San Francisco, CA 94129
(415) 921-5858

Contact: Jan Tarantino

Title: **HAZARDOUS MATERIALS ADVISORY COMMITTEE**

Address: Environmental Health
1390 Market Street
San Francisco, CA 94102
(415) 252-3800

Contact: Sue Cone

Title: **HEALTH AUTHORITY**

Address: 568 Howard Street, 5th Floor
San Francisco, CA 94105
(415) 547-7800

Contact: Valerie Bistline

Title: **IMMIGRANT RIGHTS COMMISSION***

Address: Human Services
170 Otis Street
San Francisco, CA 94103
(415) 557-5373

Contact: John Young

Title: **LEAD HAZARD REDUCTION CITIZENS ADVISORY COMMITTEE**

Address: Health Childhood Lead Prevention Program
1390 Market Street, Suite 230
San Francisco, CA 94102

Contact: Karen Cohn

Title: **LEAD POISONING PREVENTION CITIZENS ADVISORY COMMITTEE**

Address: Health Childhood Lead Prevention Program
1390 Market Street, Suite 230
San Francisco, CA 94102

Contact: Karen Cohn

Title: **LEAGUE OF CALIFORNIA CITIES - PENINSULA DIVISION**

Address: 1400 K Street, 4th Floor
Sacramento, CA 95814
(916) 658-8200

Contact: Susan Madison

Title: **LESBIAN/GAY/BISEXUAL/TRANSGENDER/QUEER AND QUESTIONING YOUTH TASK FORCE**

Address: Youth Commission
City Hall, Room 345
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 554-6446

Contact: Joshua Todd

Title: **LOCAL HOMELESS COORDINATING BOARD**

Address: 25 Van Ness Avenue, Suite 750
San Francisco, CA 94102
(415) 252-3136

Contact: Chris Haw/ Terry Hill

Title: **LONG TERM CARE INTEGRATION PILOT PROJECT TASK FORCE**

Address: DPH - Office of Policy and Planning
101 Grove Street, Room 324
San Francisco, CA 94102
(415) 554-2769

Contact: Bill Haskell

Title: **MAYOR'S CRIMINAL JUSTICE COUNCIL & EXECUTIVE COMMITTEE**

Address: City Hall, Room 496
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 554-6560

Contact: Michele Kuehl

Title: **MENTAL HEALTH BOARD**

Address: Mental Health Advisory Board
1380 Howard Street, Room 510
San Francisco, CA 94103
(415) 255-3474

Contact: Rich Snowdon

Title: **METROPOLITAN TRANSPORTATION COMMISSION**

Address: Metropolitan Transportation Commission
101 – 8th Street
Oakland, CA 94607
(510) 464-7700

Contact: Dean Hunter

Title: **PARATRANSIT COORDINATING COUNCIL, EXECUTIVE COMMITTEE**

Address: 949 Presidio Avenue
San Francisco, CA 94115
(415) 923-6142

Contact: Annette Williams

Title: **PARK AND OPEN SPACE ADVISORY COMMITTEE**

Address: Recreation and Park
McLaren Lodge, 501 Stanyan Street
San Francisco, CA 94117
(415) 831-2701

Contact: Virginia Richardson

Title: **REDWOOD EMPIRE ASSOCIATION**

Address: 2801 Leavenworth Street, Second Floor
San Francisco, CA 94133
(415) 543-8334

Contact: Voris Brumsield

Title: **RETIREMENT SYSTEM BOARD***

Address: 1155 Market Street, 2nd Floor
San Francisco, CA 94103
(415) 554-1520

Contact: Clare Murphy

Title: **SAN FRANCISCO COUNTY PUBLIC FINANCE COMMITTEE**

Address: City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 554-4442

Contact: Mary Red

Title: **VETERANS' AFFAIRS COMMISSION***

Address: c/o P.O. Box 591421
San Francisco, CA 94159

Contact: Anna Litico, Council Secretary

Title: **VIDEO DISPLAY TERMINAL ADVISORY COMMITTEE**

Address: c/o Department of Public Health
101 Grove Street
San Francisco, CA 94102
(415) 554-2666

Contact: Richard Leed
(415) 252-3985

Title: **YOUTH COMMISSION***

Address: Board of Supervisors
City Hall, Room 345
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 554-6446

Contact: Susan Kim

** This asterisk indicates that you should review the list of Mayoral appointments for more information about these particular commissions, boards, task forces and committees.*

Boards and Task Force Not Listed:
Note that complete information was not available at publication regarding the following boards/task forces because they were in the process of forming or in a period of transition. Consult with the Clerk of the Board of Supervisors on their status and for a contact person and appointing authority:

Concourse Authority
Relocation Appeals Board
Advisory Dogs Off-Leash Task Force

For Further Information on Boards/Commissions/Task Forces Appointed by the Board of Supervisors:

The Clerk of the Board publishes a list of current openings and vacant seats of the various boards, commissions and task forces. To ensure that your information is the most current, request that list as you pursue your appointment path.

This is a time in history when women's voices must be heard, or forever be silenced. It's not because we think
better than men, but we think differently. It's not women against men, but women and men. It's not that the world would have been better if women had run it, but that the world will be better when we as women, who bring our own perspective, share in running it. ------- Betty Bumpers

APPOINTMENT PROCESS

Building Support for Your Appointment

Knowing what support is available to you, how to obtain it and how to use it is just as important as learning as much as possible about a board or commission and knowing all your possible qualifications for serving on it.

First, to the extent possible, determine the political realities of the appointment: because no matter how high your interest and qualifications for the position, you must determine whether another candidate with the same or less interest and qualifications, but more political strength, will be appointed instead. Then you must determine **how much and what kind of support that YOU must have?**

Identify Sources of Support

1. **MOST IMPORTANT:** Identify support from those who know the appointing authority or know her/his assistants or personal friends.

2. Identify the community groups where you have been active, as well as those concerned with the activities of the board or commission where you wish to serve.

3. Identify political groups, women's groups and elected officials, especially those who have the same political background as the appointing authority.

4. Identify prominent persons in the community, professional organizations, unions, knowledgeable people, and friends and relatives who may be in a position to help you.

How to Get Support: ASK FOR IT

You must seek your support actively, and not assume that it will come to you naturally. If you don't know any of the above groups or people, make an appointment for the purpose of getting to know them and they you. Tell them of your interest, present your qualifications, ask for and answer their

questions without committing yourself to any position on the board or commission performance, and then ask for their endorsement, preferably in written form.

Additionally, tell everyone you know that you are seeking a position. You may meet someone who "knows someone" who can help you. Sell yourself to them and don't hesitate to describe your need for letters of recommendation. Have a rough draft prepared for their use. Remember the reason that you have to sell yourself: not everyone knows how good you are and how qualified. You have to tell them and remind them.

How to Use Support

Develop your own planning timetable, so that you can meet the application deadline with sufficient support, realizing that it is never too early to start. Researching a commission or board and lining up support may take longer than you originally thought; and the earlier you begin, the more time you will have to make yourself known throughout the community.

In some instances, it is advantageous to time the support letters or telephone calls so that they arrive periodically prior to the appointment, thus keeping your name familiar. Certainly some support letters should be in the hands of the appointing authority prior to the personal interview, if one is held.

LEARN WELL IN ADVANCE, FROM THOSE WHO KNOW, WHAT IS THE MOST EFFECTIVE SCHEDULING OF SUPPORT.

Applying for a Board or Commission

How To Apply

In most cases you must submit a cover letter of intent and resume to the appropriate person or office at the time designated by the appointing authority (if a time has been specified). It does not hurt to submit letters of reference along with the application. If there is not a vacancy at the time, ask to be notified when a vacancy occurs (and continue checking!).

San Francisco City and County: This booklet identifies the appropriate appointing authority and contact for various boards and commissions.

Information on appointments made by the Mayor can be obtained through the Mayor's Office, City Hall, 1 Dr. Carlton Goodlett Place, Suite 448, 415/554-6632. *In particular, contact the Commission Appointment Secretary for this information and insights into the process.*

Information for appointments made by the Board of Supervisors should be obtained through the Clerk of the Board of Supervisors, City Hall, Room 235.

Kinds of Information Needed in the Cover Letter of Intent, the Resume and Application/Interview

1. **Your interest in the board or commission.** Why do you want to serve on it? Probably one of your best qualifications is your answer to that question, because it implies a willingness to put in the time and work necessary to do a good job. But you will still have to back up that willingness with a demonstrated ability to get things done well.

2. **Your professional training and work history.** List your professional experience, emphasizing the portions which pertain directly to the board or commission, and describe your educational background.

3. **Your volunteer work.** List all the ways that you have already contributed to your community through volunteer work. For example, doing neighborhood canvassing, assisting in the class room, participating in ballot-initiative and fund-raising campaigns or coordinating library volunteers, all the activities that show you have the important abilities to motivate other people, to listen to other's opinions and to organize. Ask yourself what other skills did your volunteer work develop?

4. **Affiliations.** List your professional and personal affiliations, as well as all other interests you have pursued which can build your case for appointment.

5. **Personal qualities.** How do you see yourself and how do other people see you? The following list may help you define yourself in a way which can enhance your other qualifications. Which qualities apply to you?

Decision-making ability	Self-motivated
Research skills	Cooperative
Tolerance for individual difference	Creative
Ability to function effectively within an organization	Flexible
Ability to relate to a wide variety of people	Confident
Broad scope of knowledge	Analytical
Ability to work within guidelines	Goal-directed
Tolerance for stress	Self-directed
Ability to plan	Sound judgement

When you finish your list, don't hesitate to use your friends and those you've worked with to help you define those qualities of leadership that distinguish you. You will be surprised at the number of qualifications you have. This information is the basis for your appointment resume.

Writing a Resume

There are many excellent resource guides to resume writing available through libraries, bookstores and career-counseling centers. This section will review some of the basics of resume construction appropriate for the appointment process.

Your resume is a sales presentation. It represents you on paper and helps convince the appointing authority that you are right for the job. Before preparing your resume, you should know two things: what you do best and the goals of the board, committee or commission where you wish to be appointed. Then develop your resume so that it is a picture of you in terms of your abilities and experience related to the needs of the relevant board, committee or commission.

Preparation for Writing a Resume

Address your qualifications in the following terms:

1. **Motivation:** desire for public service.

2. **Abilities:** What kinds of activities can you perform?

3. **Skills:** What have you learned to do?

4. **Experience:** What experiences (volunteer, paid, personal, educational) have you had that will contribute to your worth in this position?

5. **Assets and talents:** What special traits do you have that especially qualify you for this position?

6. **Interests**: Why does this field interest you? What other experiences have you had to prove your interest in this area?

7. **Ambitions and goals:** How does this position fit in with your long-range goals?

Developing a Resume

The resume should consist of five sections:

1. **Basic information:** Name, address, city, telephone number (make sure you list a number at which you can be reached during the day; if you are not available, list a message number where someone is available).

2. **Objectives:** This opening line should immediately let the reader know what your interests are. Name the specific appointment you want. Be brief and avoid philosophical statements. (For a job resume this statement might describe the type of activities in which you would like to be involved, plus your long-range goals.)

3. **Qualifications:** A brief statement of your experiences (personal, educational, volunteer, paid) which are related to your objectives. It can be in a brief form with emphasis on action verbs (e.g., "directed..., organized..., coordinated..."). Always state your strongest, most relevant experiences first.

4. **Background:** (An experience chronology) This is a statement of paid work experiences, educational background (if college level or specialized...and not included in qualifications), volunteer activities and special projects. The most important items should be mentioned first. For each position, list the descriptive title first, enumerate duties (leave out "typing and answering the telephone" but include "developing and coordinating a program"); then list the agency TITLE only – no date, no address, no supervisor. Slant descriptions toward your goals and be honest!

5. **Optional data:** This section may include descriptions of responsible, but not necessarily relevant experiences, including membership in organizations. It can also list references if their names or titles are impressive. If they are not, simply state "References furnished upon request." Always include the telephone numbers of any references listed, since they will most likely be called; and be sure to get their permission prior to listing them.

In general, your resume should have the following characteristics:

- *Neat, well-organized (lots of white space on the page)*
- *Attention-getting (on good quality paper)*
- *Easy-to-read (in 15 seconds)*
- *Divided into a few meaningful categories*

Areas to Stress for Appointments

The information you submit when seeking an appointment may be slightly different from the information submitted when looking for a job. Remember that your political affiliation and work you have done for candidates or the party may become an important factor in some cases. The combination of your knowledge of your community and your participation within it, is perhaps your most valuable leverage. If you have been an activist, you may not need to be an expert in a particular field. Use your resume to illustrate what you have done, contacts you have made and insights you have gained.

Samples are presented on the following pages.

SAMPLE RESUME NO. 1

Susan B. Anthony
365 Franklin Roosevelt Avenue
San Francisco, CA 94100
Phone: 415/354-7688 (day), 415/361-3274 (eve)

GOAL:

Appointment to the Golden Gate Parks and Recreation Commission.

QUALIFICATIONS:

Competence and organizational expertise in planning and directing sports and recreational programs for children and adults.

EXPERIENCE:

Current Director of Manchester Junior High School After-school Sports Program. The five-activity program has an enrollment of 346 students.

Organizer and coordinator for the 1996 Potrero Hills Fourth of July Celebration.

Red Cross Volunteer Coordinator/ Instructor in first aid and lifesaving.

District Coordinator/Girl Scout Leader, Potrero Troop 124.

Volunteer Recreation Coordinator, Sequoia Senior Citizen Center.

EDUCATION:

B.A., Physical Education, California State College, 1972.

Additional course work at Bay Area University in:
"Motor Skills and Coordination in Preschool Children"
"Traditional American Folk Dance"
"Getting Back in Shape-Physical Exercise for the Middle-Aged"
"Rehabilitation for Stroke Victims"
"Planning and Coordination of Community Recreational Programs"

MEMBERSHIPS:

American Association of University Women, Past President, Public Policy Chair
American Red Cross, District Coordinator, Neighborhood Block Captain
Golden Gate Women's Soccer League, Team Captain/Fund Raising Chair
San Francisco Junior Women's Club, Vice President/ Events Chair

SAMPLE RESUME NO.2

Peggy Dickson-Lou
2721 Freedom Avenue
San Francisco, CA 94533
(415) 421-4978

GOAL:

Appointment to the County Reorganization Committee.

QUALIFICATIONS:

Qualified to assume responsibilities in the area of administration, research, public relations, legal analysis, technical writing, group organization, counseling, program planning and evaluation, or liaison as field representative.

BACKGROUND:

Ten years of professional and volunteer experience. Highlights:

1. Administered evaluation unit of a training program in seven western states.
2. Researched and assisted writing of corporations' funding proposals.
3. Created administrative manual and administrative efficiency system.
4. Traveled to act as liaison representative for area committees and corporations.
5. Analyzed, evaluated and edited legal, financial and real estate documents for management and company attorneys.
6. Developed community improvement plan by designing questionnaire, conducting fact-finding meetings, analyzing data and writing plan.
7. Edited college textbook manuscripts.
8. Worked effectively with people from various backgrounds, including politicians, business managers, professional personnel, and racial and cultural minority persons.
9. Conducted neighborhood grass roots campaigns for building new libraries, electing district political party committee members and candidate for Board of Supervisors.
10. See Attached for details. (work/experience chronology)

EDUCATION:

B.A., English, Temple University, 1965.
M.A., English, Pennsylvania State University, 1968.

REFERENCES:

Available upon request.

Writing a Cover Letter of Intent

The resume should always be submitted with a cover letter that is a letter of intent. The general characteristics of this kind of cover letter are as follows:

- Typed on good quality stationery to an individual (not "To Whom It May Concern").
- Polite and brief – about one page.
- Attached to the resume.

The organization of the cover letter *generally* falls into three paragraphs:

1. The first paragraph should state your reason for mailing the resume.

   Example: "For the past ten years, I have been involved with community health care and am delighted that a position on the Board of Health is open for new members. Please consider this letter an application for that position."

2. The second paragraph should state briefly your qualifications, but should not repeat those in your resume.

   Example: "As a minority woman long active in promoting improved health in my community, I feel well qualified to administer and advise our local government on these matters. Backed by professional work experience for the Department of Public Health and personal research in this area, I would be most interested in assisting this Board toward its goal of health for all people."

3. The third paragraph is usually a request for an interview.

   Example: "I am looking forward to discussing the issues with you in a personal interview at your earliest convenience."

Additional Hints

1. Address your letter to officials correctly. Most elected representatives are "Honorable" but check to be sure. Consult a good dictionary or call the official's office and request her/his title

and mailing address. *Consult with the Mayor's Commission Appointment Secretary about the protocol for submitting your request for appointment.*

2. As in your resume, remember that your political affiliation and work you have done for candidates may become an important factor in some cases. Be sure to illustrate what you have done, listing significant contacts you have made and stating insights you have gained in this cover letter.

3. After submitting your resume and cover letter of intent, wait to hear from the official responsible for your application. If you do not hear within two weeks, call the office to confirm that your letter had been received and inquire as to when you might expect a reply.

Interview

Not all appointing authorities of boards and commissions interview their applicants. Your research will have told you whether "yours" does; and if so, the who, where, when, and how of its interviewing procedure. If you are called for an interview, here's how to prepare and what to expect.

Preparation

1. Review your research of the board or commission and understand well its purpose, goals, accomplishments, general history, and a board member's responsibilities.

2. Know your interviewer(s) and find out their values and affiliations. What do you think they will be looking for?

3. Rehearse your presentation. Go over your facts and the points and qualities you want to communicate with a friend in a mock interview.

4. Be prepared to back up all your statements, listing achievements and skills, with proof and concrete examples.

5. Prepare some thoughtful, but noncontroversial questions to ask the interviewer(s) to show your understanding of the Commission, Board, or Task Force.

General Characteristics of the Interview

1. You will most likely be interviewed by one person. If there ever is a panel, questions are usually formulated in a group: so when answering a question asked by a panel member, speak to the entire panel.

2. Most interviewers have generally positive attitudes toward you and are there to learn about YOU. Share yourself with them. Do not stifle the discussion with simple "yes" or "no" answers.

3. Most interviews last a specified length of time, which you most likely would have discovered in your original research of the appointment interview process. Check that timing at the beginning of the interview and plan for an effective use of it. Make an exit appropriately when time runs out even though you do not feel "finished."

4. Remember that the closing of the interview is important, since at this time the interviewer may make a decision regarding your overall rating and will possibly indicate the next step to be taken. Therefore, this is the time when you summarize your impressions and perspective, as well as review what the next steps in the process will be. Remember to thank the interviewers for their time and courtesy before you leave.

Follow-Up to Interview Process

Do not expect to be appointed at the end of an applying interview. Even if the interviewer(s) thinks you are highly qualified, you will rarely be promised anything. If you are being actively considered, you may be asked to a second interview or for more information in another form. To save possible wear on your nerves, ask at the end of the interview what further timing to expect.

During the interview, it may become obvious that your interest and abilities really do not fit the appointment after all. In that case, a good interviewer will politely tell you, so neither of you will spend any more time on that particular appointment effort. If this happens, re-evaluate your research for any evidence that you could have foreseen which would have indicated to you that your qualifications did not match the needs of the board or commission.

If your appointment is being considered, but you have not been contacted about it within the time indicated to you, call the office to request the status of the appointment. This is a good way to remind them that you are still interested in the position.

After the Appointment is Made

If Successful: Congratulations on having your efforts rewarded! Think back over your "campaign" and evaluate it. Analyze what you did, how you timed it and which things you would do differently. Now you are in a position to share your information with others who seek your help and advice. Most of all you are now ready to work and achieve the goals you set for yourself when you first considered "GETTING THAT APPOINTMENT!"

If Not Successful: Keep in mind that political concerns are one of the factors that lead to the final decision. Try to discover the "real" reason you were not selected and then decide whether or not you want to be considered for the next vacancy. If your decision is to try for the next vacancy, stay focused, keeping in mind that you must eliminate the "real" reason. Continue to keep current with the board or commission, its meetings, its members, its decisions. Keep building more and more support for yourself. Become more politically active. And hopefully next time, YOU will be the successful applicant.

Notes

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